

JOSEPH H PLUMB MEMORIAL LIBRARY

In accordance with the Massachusetts Open Meeting Law, notice is hereby given that the following meeting of the Board of Library Trustees has been scheduled:

PUBLIC MEETING WITH THE BOARD OF LIBRARY TRUSTEES

DATE: THURSDAY AUGUST 18, 2022

TIME: 6:00 PM

LOCATION: JH PLUMB MEMORIAL LIBRARY – LOWER LEVEL MEETING ROOM

AGENDA

1. CALL TO ORDER – CHAIRPERSON

- a) Roll call and introductions
- b) Minutes – August 4, 2022
- c) Next meeting date – TBD or September 8, 2022

2. PUBLIC COMMENT – CHAIRPERSON

3. ACTION ITEMS – CHAIRPERSON

a) OLD BUSINESS

1. Director Search Committee
2. Trustee Self-Evaluation
3. Meeting Room policies – updated - **MOTION**

b) NEW BUSINESS

1. Personnel
 - i. Expectations (memo)
 - ii. Updated Employee Agreements, handbook
 - iii. How to communicate in absence of director
 - iv. Schedule - **MOTION**
2. Open Meeting Law
 - i. Review of law
 - ii. Obligations as trustees
3. MBLC Trustee Handbook
 - i. Resources – in print/online
 - ii. Holding a successful meeting
 - iii. Documentation to include with minutes
4. Board Subcommittees - **MOTION**
 - i. Financial, Friends, Building/Grounds, Statistics, Personnel, Policies/Bylaws
 - ii. Audits
5. Operations
 - i. Plumb Library Board of Trustees Bylaws
 - ii. Library policy manual

4. OTHER – New Trustee email address - **MOTION**

5. ADJOURNMENT

Submitted by: Kimberly Burt, Board of Library Trustees – August 16, 2022

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